

**SYSTEM AND METHOD FOR SCHEDULING MULTIPLE MEETINGS ON AN
ELECTRONIC CALENDAR**

Abstract of the Disclosure

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A system and method for scheduling multiple meetings,
with separate meetings for each of a plurality of
individuals. A user defines a meeting template that
specifies when he or she is available by identifying such
10 information as days worked, work day starting and ending
times, lunch and break times, and previously scheduled
appointments. The user then sends the meeting template to
individuals with whom he or she wishes to schedule a
meeting. The recipients of the meeting template select an
15 available meeting time that is also acceptable for them, and
the meeting template is dynamically updated to reflect this
meeting. The other individual recipients of the template
and meeting request are then blocked from also selecting
this scheduled meeting time for their meetings with the
20 user.